



Madison, WI

Resident Security Person

Bethel Lutheran Church strives to create a place where all feel safe and can find peace, let us share the unconditional love of God, and in the power of the Holy Spirit, work together to extend grace, mercy, and justice - within Bethel, in our communities, and the world.

We are seeking a Resident Security Person who supports Bethel's work by providing onsite security seven days a week to assist in Bethel's service to our congregants and community. The average work expectation is approximately 19 hours per week with some weeks requiring additional hours.

Role Responsibilities:

- Provide security for evening hours including exterior perimeter check, interior security check, securing and locking the building as early as building use allows, including setting the security system.
- Hospitality services on Sunday mornings, including setting up snacks, maintaining the coffee bar, and cleaning coffee cups.
- Disarm the security system daily at 6:30 am and 6:00 am on Sundays.
- Check heating and cooling systems to ensure they are operating properly.
- Open all rooms being used that day.
- Serve as first point of contact for off hours emergency responders and alarm monitoring company.
- Landscaping to include lawn mowing, string trimming, sidewalk edging, watering landscaped areas as needed, and leaf raking.
- Snow removal on sidewalks, patio, and entrances.

Qualification Requirements:

- Support the mission and ministry of Bethel Lutheran church.
- Self-integrity and the ability to assume and maintain trust and responsibility in keeping with the nature of the work in a religious institution.
- Self-starter with the ability to problem solve.
- Ability to take direction for work duties and follow through to completion.
- Religious institution appropriate attire.
- Ability to meet the attendance requirements of the position.

- Ability to work with other people in a positive, professional, and supporting manner.
- Ability to relate to members of the Bethel congregation in a positive manner.
- Ability to train and operate the Bethel heating and cooling systems.
- Ability to arm and disarm building security.
- Ability to operate and troubleshoot coffee makers.
- Completion of a background check is required.

Physical Requirements (with or without reasonable accommodation):

- Talk with individuals in person, phone and radio.
- Hear voices, sounds, and alarms.
- Use of hands and fingers to operate a computer and phone.
- Sitting and standing for long periods of time.
- Lifting and pushing of up to 25 pounds.

In exchange for your talents and service, renumeration for this position is housing in the apartment located in the church facility which includes 2 bedrooms, stove, refrigerator, microwave, and all utilities. We also offer 14 days of Paid Time off and certain holidays off. As Sunday is a major requirement of this position, only 2 Sunday PTO days per year are permitted. If you are interested in joining our team, please send your resume to employment@bethel-madison.org.